

## **JIMMY CARTER LIBRARY**

### **Registration Statement**

**Office of the Assistant to the President  
for Women's Affairs (Weddington), 1978-81**

**Accession No.: 80-1**

**Date Processing Completed: March 1982**

Sarah Weddington was appointed in September, 1978 and joined the White House staff on October 22. Her job was once a part of Midge Costanza's responsibilities for minorities. After Costanza's resignation, minority affairs were assigned to several staff members with Weddington handling women's issues. Weddington was given additional duties following the government reorganization in the summer of 1979 and became more involved in political affairs, including liaison with the Democratic National Committee. Weddington played a major role in guiding the Equal Rights Amendment extension through the Senate and was the administration's key strategist for the ratification of ERA. She also worked with the Congressional Liaison office on other legislation that affected women. Her office was influential in the appointment of more women to Federal judgeships, boards, and agencies. Weddington also coordinated the Interdepartmental Task Force on Women and explained the administration's position on women's issues to groups throughout the country.

Description: The papers consist of correspondence, memoranda, reports, notes, speech drafts, publications drafts, newspaper clippings, briefing papers, card files, computer printouts, and etc. relating to the functions of Weddington's office.

Quantity: 45 linear feet

Donor: These historical materials were received under provisions of the instrument of gift of Jimmy Carter signed January 31, 1981.

Restrictions: These papers contain documents restricted in accordance with Executive Order 12356 and material which has been closed in accordance with the donor's deed of gift.

Copyright: Copyright interest in these papers has been donated to the United States government.

Related Records: Office of the Assistant to the President for Public Liaison (Costanza).

## **Biographical Note - Sarah Weddington**

1945 Born, Abilene, Texas  
1965 B.S., McMurry College, Abilene, Texas  
1967 J.D., University of Texas, Austin  
1970-71 Assistant City Attorney, Ft. Worth, Texas  
1971-77 Private practice, Austin, Texas  
1972-77 Texas State Legislator  
1977-78 General Council, U.S. Department of Agriculture  
10/78-8/79 Special Assistant to President Jimmy Carter  
9/79-1/81 Assistant to President Jimmy Carter

### **SCOPE AND CONTENT NOTE**

The records contained in the Weddington subcollection span the years 1977 to 1981, but the bulk of the material documents Weddington's role in the White House from October 1978 through the presidential election of November 1980. The arrangement of the eleven series reflects the way in which the files were used in Weddington's office. While some series are the personal files of Weddington's aides (e.g., Bill Albers, Alicia Smith, Dennis Tapsak), others are topical (e.g., Briefings, Equal Rights Amendment), and others are the files of groups organized and administered by Weddington's office (e.g., Interdepartmental Task Force on Women, President's Speakers Bureau). A brief description of the series in the Weddington subcollection follows this scope and content note, therefore, no attempt will be made to discuss all of the series here. Only those portions of the Weddington series which merit special attention or pose special problems to the researcher will be mentioned.

The fourteen boxes which comprise the Office Files series include Weddington's chronological file for August through September 1979. This file contains high-level correspondence and memoranda for the period indicated. Also included in this series is correspondence dealing with the National Advisory Committee for Women and its successor, the Presidential Advisory Committee for Women. Much of the correspondence in this series between Weddington and Lynda Johnson Robb concerns these organizations. Staff drafts of Weddington speeches are also included in this series.

The Interdepartmental Task Force on Women series contains back-up material for papers regarding women's issues developed by the Task Force. The bulk of these files were returned to the Department of Labor when the Task Force was terminated at the end of 1980.

Although material concerning the Equal Rights Amendment is scattered throughout the entire Weddington subcollection, the bulk of it is contained in the ERA series. The progress of the ERA ratification process and White House strategy on ERA is well documented throughout this series.

Material in the Alicia Smith series reflects Weddington's increased involvement in political affairs following the White House reorganization in the late summer of 1979. Alicia Smith became Weddington's administrative assistant in September 1979, prior to that she had held a similar post in Tim Kraft's office. The material in this subseries deals with liaison activities with the Democratic National Committee, domestic trips by President Carter, and phone calls (mainly of a political nature) made by members of the Carter family. Also included in this series is a card file of nationwide political contacts.

The Publications series, although maintained as a separate file in Weddington's office, was totally unarranged before it was processed. It was divided into two subseries, one containing copies of every publication produced by Weddington's office. The other subseries contains background information used to produce the publications. Most of the folder titles in this series were supplied by the Library staff during processing.

Bill Albers was detailed to Weddington's office from the Appala-chian Regional Council on November 26, 1979 on a part-time basis. He began work full-time in January, 1980. As Political Deputy, Albers was designated as head of the Political Matters section which dealt with Implementation, Issues, and the Speakers Bureau. The material in the Bill Albers series reflects his work on the following teams: Outside communications, Public Relations--Management, Administration, Procedures--Issues (other than women), ERA, Public Information Personnel, Political Correspondence--Trouble Shooting, New Problems, Political Issues, and Scheduling. Bill Albers went on leave without pay from August 25 to September 12, 1980 to do political work. He remained on Weddington's staff until after the election of 1980.

The Dennis Tapsak series is predominately ephemeral materials. Dennis Tapsak, whose title was staff assistant, came to the Weddington staff on February 4, 1980. His records consist of publications, subject files, speeches, and special-interest-group correspondence. The records were rearranged alphabetically, and some folder titles were supplied by the library staff.

The President's Speakers Bureau is a series in the Weddington Subcollection. It is further divided into three subseries, one of which contains two sub-subseries. The subdivision was done in order to preserve distinct divisions and the provenance within the series. The President's Speakers Bureau had the responsibility for locating and assigning speakers for the administration. Its main function was to locate administration representatives for speaking invitations declined by the President, First Lady, Vice-President and senior White House staff. It also served requests that came directly to the Bureau and produced a weekly status grid which showed the travel schedules of administration speakers. The bureau worked with the White House, the Cabinet, and federal agencies in locating administration representatives.

The sixteen box PSB series contains biographical sketches, subject files which stress the administration's accomplishments and positions on various issues, speaker-tracking reports, convention calendars and reports on and to the states.

The Subject File subseries has two boxes which are filed alphabetically. This subseries is composed of then-current issues and biographically describes speakers available to speak on such issues. The subseries also includes requests for speakers and information on the President's Speakers Program.

Scott Burnett was Director of the Speakers Bureau from 1977 to 1980. The Scott Burnett Personal File sub-subseries mainly consists of campaign material. This campaign material includes newspaper clippings, computer printouts, subject files, mailing lists, and area surveys. This sub-subseries had to be rearranged and many folder titles were supplied by the Library staff during processing.

The Scott Burnett/Miscellaneous File (Not Congressional) sub-subseries was kept in its original alphabetical order. As its title indicates, this sub-subseries covers a wide range of subjects reflecting Burnett's liaison responsibilities between the White House and the public.

Tom Beard joined the White House staff in June 1978 and handled political duties in several offices including Hamilton Jordan's. Beard joined Weddington's staff in September 1979. His presence there is a further indication of the increased political role Weddington played from that time on. Beard's records deal primarily with the political appointments process, particularly ambassadorial appointments. For this reason, substantial portions of this series were closed in accordance with the donor's deed of gift.

The Personnel Files series contains resumes both solicited and unsolicited by Weddington's office. This series documents Weddington's concern with the appointment of women to federal offices. It is entirely closed in accordance with the donor's deed of gift.

Removed from the Weddington subcollection and transferred to the appropriate divisions of the Carter Library were 2 books, 221 photographic images, and 1 audio tape.

## Description of Series

<u>Container</u>	<u>Series</u>
1-4	BRIEFINGS FILE, 1979-80. 4 containers. Background material, schedules, lists of participants, etc. for all briefings sponsored by Weddington's office; arranged chronologically by date of briefing.
5-19	OFFICE FILE, 1978-80. 14 containers. Correspondence, reports, briefing papers, notes, speeches, press materials, clippings, etc. from Weddington's office files; arranged alphabetically by subject.
20-26	INTERDEPARTMENTAL TASK FORCE ON WOMEN, 1978-80. 7 containers. Correspondence, notes, workplans, and background material for papers regarding women's issues developed by the Task Forces; arranged alphabetically by subject.
27-37	EQUAL RIGHTS AMENDMENT FILES 1978-80. 11 containers. Background material, correspondence, memoranda, notes, press materials, states files, and clippings, etc.; arranged alphabetically by subject.
38-43	ALICIA SMITH FILES, 1979-80. 6 containers. Correspondence, background material, memoaranda, card file, clippings, etc.; arranged alphabetically by subject.
44-55	PUBLICATIONS, 1978-80. 12 containers.
(44)	Subseries: PUBLICATIONS FILE, 1978-80. 1 container. Copies of every publication produced by Weddington's office; arranged alphabetically by title.
(45-55)	Subseries: BACKGROUND INFORMATION, 1978-80, 11 containers. Correspondence, memoranda, notes, clippings, etc. used to produce the publications of Weddington's office.
56-62	BILL ALBERS FILE, 1978-80. 7 containers. Correspondence, memoranda, speech drafts, reports, clippings, etc.; arranged alphabetically by subject.
63-76	DENNIS TAPSAK FILE, 1978-80. 14 containers. Correspondence, memoranda, reports, briefing papers, etc.; arranged alphabetically by subject.
(77-92)	Subseries: PSB FILE, 1977-80. 16 containers. Agenda, notes, briefings, computer lists, forms, schedules, speeches, etc.; arranged alphabetically by subject.
(93-94)	Subseries: SUBJECT FILE, 1978-80. 2 containers. Notes, memoranda,

clippings, etc.; arranged alphabetically by subject.

- (95-105) Subseries: SCOTT BURNETT FILES, 1978-80. 11 containers.
- (95-102) Sub-subseries: PERSONAL FILE, 1978-80. 8 containers. Notes, address  
books, clippings, maps, computer lists, mailing labels, schedules, etc.;  
arranged alphabetically by subject.
- (103-105) Sub-subseries: MISCELLANEOUS FILE (NOT CONGRESSIONAL),  
1978-80. 3 containers. Correspondence, notes, clippings, memoranda, etc.;  
arranged alphabetically.
- 106-109 TOM BEARD FILES, 1978-80. 4 containers. Correspondence,  
memoranda, notes, case files, resumes, etc.; arranged alphabetically by subject.
- 110-114 PERSONNEL FILE, 1978-80. 5 containers. Resumes, notes, etc.;  
arranged alphabetically by job title. CLOSED.

## **BRIEFINGS FILE**

### Box   Contents

- 1      Texas State Briefing 8/13/79  
Working Women of the Americas 8/22/79  
Florida State Briefing 9/4/79  
Mississippi State Briefing 9/6/79  
State Chairs 10/3/79  
Iowa State Briefing 10/9/79  
Washington State Briefing 10/26/79  
Maryland State Briefing 11/1/79  
Minnesota State Briefing 11/14/79  
New England State Briefing 11/27/79  
[Maine, N.H., Vermont]  
Virginia State Briefing 12/7/79  
State Chairs 12/18/79  
Illinois State Briefing 12/20/79  
Oklahoma State Briefing 1/17/80  
Wisconsin State Briefing 2/1/80
- 2      New England State Briefing 2/14/80  
[Conn., N.H., Vermont]  
Texas Law Students 3/17/80  
100 Black Women 3/19/80  
New York Senior Citizens 3/20/80  
D.C. Democratic Women 3/21/80

N.Y. Commission on the Status of Women 3/21/80  
California State Briefing 3/27/80  
National Commission on the Status of Women 4/8/80  
National Commission on the Status of Women - Breakdown of Comment Sheets 4/8/80  
National Commission on the Status of Women - Thank You's 4/8/80  
NEA Briefing 4/9/80  
Wexler Inflation Briefing - Names submitted 4/9/80  
Ohio, N.J., Pa. State Briefing 4/10/80  
Ohio, N.J., Pa. State Briefing - Comment Sheets 4/10/80  
Ohio, N.J., Pa. State Briefing - Lists & copies of mailgrams sent 4/10/80  
Ohio, N.J., Pa. State Briefing - Thank You's 4/10/80

3 Missouri State Briefing 4/14/80  
Pennsylvania Elected Officials Briefing 4/16/80  
Bergen County Women 4/17/80  
Pennsylvania Senior Citizens 4/17/80  
Women Involved in Farm Economics 4/29/80

3 (Con't) Issues Briefing 4/30/80  
Women's Division - American Jewish Congress 4/30/80  
Indiana State Briefing 5/1/80  
NEA Women's Caucus 5/2/80  
District of Columbia Issues Briefing 5/3/80  
National Association of Women Business Owners 5/3/80  
Women in Business 5/3/80  
Department of Education 5/7/80  
Maryland Issues Briefing 5/9/80  
Hartford Insurance Executives 5/12/80  
Washington Women's Network 5/14/80  
Briefing for Business Executives on ERA 5/15/80

4 Western States Briefing 5/16/80  
Western States Issues Briefing 5/16/80  
State Briefing Information [5/22/80]  
Essex County Women's Issues 5/27/80  
National Sex Equity Conference 6/4/80  
HUD Conference 6/14/80  
United Steelworkers Briefing 6/17/80 - Comment Sheets  
Presidents of National Women's Organizations 6/18/80  
AAUW 6/25/80  
Meeting with Administration Women 7/8/80  
Mexican American Women's National Association 7/24/80  
Women's Bureau 9/2-4/80  
Civil Aviation Medical Association Wives 9/30/80  
ICA - Citizen Involvement 9/30/80

National Association of Women Judges 10/3/80  
Arts & Humanities 10/29/80  
National Order of Women Legislators 11/19/80

## OFFICE FILES

5      Briefing Papers (Mtgs w/ President) [1]  
Briefing Papers (Mtgs w/ President) [2]  
Budget [1]  
Budget [2]  
Budget 81  
Chronological File - August 1979 [1]  
Chronological File - August 1979 [2]  
Chronological File - September 1979 [1]

6      Chronological File - September 1979 [2]  
Chronological File - October 1979 [1]  
Chronological File - October 1979 [2]  
Chronological File - October 1979 [3]  
Chronological File - November 1979 [1]  
Chronological File - November 1979 [2]  
Chronological File - December 1979 [1]

7      Chronological File - December 1979 [2]  
Chronological File - December 1979 [3]  
Commission for a Citizens' Agenda for the Eighties  
[Correspondence] - Anniversary  
[Correspondence] - Barbara Haugen [1]  
[Correspondence] - Barbara Haugen [2]  
[Correspondence] - Barbara Haugen [3]  
[Correspondence] - Birthday  
Correspondence - Birthday Greeting  
[Correspondence] - Get Well  
[Correspondence] - Requests for cards not filled  
[Correspondence] - To S[arah] W[eddington] (From Lynda  
[Johnson] Robb)

8      Correspondence, Incoming  
[Correspondence, Too late to file] [1]  
[Correspondence, Too late to file] [2]  
Cumulative Speaking Schedules  
[Domestic Policy Accomplishments] - AL-CT (intro & material)  
[Domestic Policy Accomplishments] - DEL-KS  
[Domestic Policy Accomplishments] - KY-NE  
[Domestic Policy Accomplishments] - NJ-ND



9 [Domestic Policy Accomplishments] - OH-TX  
[Domestic Policy Accomplishments] - SD-WY  
[Domestic Policy Accomplishments] - Selected States (as of 12/6/79)

## Education

9(CONT) Gift Unit Completed Forms  
Hatch Act  
[Shirley] Huffstedler Swearing-In  
International Women's Year (IWY)  
Invitations - Alabama  
Invitations - Arizona  
Invitations - Arkansas  
Invitations - California [1]  
Invitations - California [2]  
Invitations - Colorado  
Invitations - Connecticut  
Invitations - Delaware

10 Invitations - District of Columbia [1]  
Invitations - District of Columbia [2]  
Invitations - District of Columbia [3]  
Invitations - District of Columbia [4]  
Invitations - District of Columbia [5]  
Invitations - District of Columbia [6]

11 Invitations - Florida  
Invitations - Georgia  
Invitations - Hawaii  
Invitations - Idaho  
Invitations - Illinois  
Invitations - Indiana  
Invitations - Iowa  
Invitations - Kentucky  
Invitations - Louisiana  
Invitations - Maine  
Invitations - Maryland  
Invitations - Massachusetts  
Invitations - Michigan  
Invitations - Minnesota  
Invitations - Mississippi  
Invitations - Missouri  
Invitations - Montana  
Invitations - Nevada  
Invitations - New Jersey  
Invitations - New Mexico

Invitations - New York [1]

12      Invitations - New York [2]

Invitations - New York [3]

Invitations - New York [3]

Issues - Draft/Military [1]

12 (Con't)      Issues - Draft/Military [2]

Issues - Draft/Military [3]

Issues - Draft/Military [4]

Memoranda to Jack Watson

Memoranda to the President (partial file)

13      Merit System Protection Board

[Misc. publications] [1]

[Misc. publications] [2]

[Misc. publications] [3]

[Misc. publications] [4]

[Misc. Women's Issues]

National Advisory Committee for Women

(NACW) Correspondence

(NACW) Executive Order

(NACW) Historical Predecessor

(NACW) Items Pre 1/12/79

14      (NACW) Items on 1/12/79

(NACW) Items after 1/12/79

(NACW) Items May 9-10

(NACW) Substantive Reports

(NACW) Procedures

(NACW) Membership/Organization

National Commission on Working Women

National Meetings

[New Jersey Federation of Business and Professional  
Women's Clubs]

P[resident's] A[dvisory] C[ommittee for] W[omen]

(PACW) - Correspondence from Members

[Photographs] [1]

15      [Photographs] [2]

[Photographs] [3]

Presidential Speeches

Rural Women Conference [1]

Rural Women Conference [2]

SALT

Scheduling Requests (Pres.)

Special Events - Black Women Leaders  
Special Events - Chinese Women 5/23/79  
Special Events - Covington & Burling Summer Assoc.  
Special Events - SBA EO Signing  
Special Events - Susan B. Anthony  
Special Events - Women in Timber  
Special Events - Yugoslav Delegation

15 (Con't) Special Items - Ginsberg [Ruth Bader]  
Special Items - Presidential Medal of Freedom  
Special Items - Texas Oil Spill  
Speeches - Sarah Weddington - (File #3) [1]

16 Speeches - Sarah Weddington - (File #3) [2]  
Speeches - Sarah Weddington - Staff Drafts [1]  
Speeches - Sarah Weddington - Staff Drafts [2]  
Speeches - Sarah Weddington - Staff Drafts [3]  
Speeches - Sarah Weddington - Staff Drafts [4]  
Speeches - Sarah Weddington - Staff Drafts [5]  
Speeches - Sarah Weddington - Staff Drafts [6]

17 Speeches - Sarah Weddington - Staff Drafts [7]  
Speeches - Sarah Weddington - Staff Drafts [8]  
Speeches - Sarah Weddington - Staff Drafts [9]  
Speeches - Sarah Weddington - Staff Drafts [10]  
Speeches - Sarah Weddington - Staff Drafts [11]  
Speeches - Sarah Weddington - Staff Drafts [12]  
Speeches - Sarah Weddington - Staff Drafts [13]  
Speeches - Sarah Weddington - Staff Drafts [14]

18 Speeches - Sarah Weddington - Staff Drafts [15]  
[Speeches of Jimmy Carter relating to women's issues]  
WH- Pres. Accomplishments - Women  
WH - Special Events - [Patricia] Harris Swearing-In  
WH - Special Events - Margaret Sanger Reception  
WH - Special Events - National Association of Commissions for Women  
WH - Special Events - National Conference P.R. Women  
WH - Special Events - Reception for College Democrats of America  
WH - Special Events - Women's Sports  
Women/Appointments [1]  
Women/Appointments [2]  
Women/Appointments [3]  
Women - Economics of Women's Issues  
Women - 1980 Equality Day  
[Women & Minorities - Notes re: Meetings]  
Women Judicial Candidates [1]

Women Judicial Candidates [2-5]

19 Women Judicial Candidates [6-10]

Women's Information/Resources

[World Conference of the United States Decade for EWomen]

## INTERDEPARTMENTAL TASK FORCE ON WOMEN

20 Accomplishments

Appointments

Appointments to IDIF on Women 1978 [1]

Appointments to IDIF on Women 1978 [2]

Apprenticeship

Budget

Business

Child Care

Corre. - To: Task Force Staff - From: Task Force Staff

Credit

Development [1]

Development [2]

21 Development [3]

Disabled Women

Domestic Violence

Education [1]

Education [2]

Employment

Employment - Statistics/Working Women

Families

Federal Government

22 Handicapped

Health [1]

Health [2]

Homemakers

Inflation E[IDTF Meeting 12/5/78]

International [1]

International [2]

23 IWY Planks and Progress (Houston) [1] [International Women's Year]

IWY Planks and Progress (Houston) [2]

Labor

Mid-Decade Conference [1]

Mid-Decade Conference [2]

Military [1]

Military [2]

24 Military [3]  
Military - Women in the Military  
Minority Women  
Miscellaneous Info. [1]  
[Miscellaneous Info.] [2]

24 (Con't) [Miscellaneous Info.] [3]  
Older Women  
Position Descriptions  
Prisoners  
Robb [, Lynda Johnson]  
Rural Women

25 Salt  
Sexual Harassment  
Social Security  
Sports [1]  
Sports [2]  
Taxes  
Title IX [1]  
Title IX [2]  
Title IX [3]

26 Title IX [4]  
Title IX [5]  
Weekly Work Plans  
White House Conference on Small Business  
Work Statements  
Youth Employment

## EQUAL RIGHTS AMENDMENT FILES

27 Administration Activities [1]  
Administration Activities [2]  
Background Information [1]  
Background Information [2]  
Background Information [3]  
Background Information [4]  
Background Information [5]

28 Background Information [6]  
[Background Information] [7]  
[Background Information] [8]  
[Background Information] [9]  
Business and Professional Women and ERA Correspondence

[Correspondence]  
DOE memo on "boycott"  
Education List  
ERA [1]

29     ERA [2]  
ERA [3]  
ERA [4]  
ERA [5]  
ERA [6]  
ERA [7]  
ERA [notebook] [1]

30     ERA [notebook] [2]  
ERA - Alabama  
ERA - Arkansas  
ERA - Arizona  
ERA - Florida [1]  
ERA - Florida [2]  
ERA - Florida [3]  
ERA - Florida [4]  
ERA - Georgia [1]

31     ERA - Georgia [2]  
ERA - Georgia [3]  
ERA - Illinois [1]  
ERA - Illinois [2]  
ERA - Illinois [3]  
ERA - Illinois [4]  
ERA - Illinois [5]

32     ERA - Illinois [6]  
ERA - Illinois - Telephone Calls  
ERA - Iowa  
ERA - Louisiana  
ERA - Missouri [1]  
ERA - Missouri [2]  
ERA - Maryland  
ERA - Mississippi  
ERA - Nevada  
ERA - North Carolina [1]  
ERA - North Carolina [2]  
ERA - Oklahoma [1]  
ERA - Oklahoma [2]  
ERA - South Carolina

33     ERA - Utah  
ERA - Virginia  
ERA - Bibliography  
ERA Briefing 2/12/80  
ERA Business Meeting [1]  
ERA Business Meeting [2]  
ERA Fundraiser [1]  
ERA Fundraiser [2]  
ERA Fundraiser [3]  
ERA [Literature] - Anti  
ERA [Literature] - Pro  
ERA Retreat  
ERA Salute  
ERA Strategy Group

34     Factbook  
History of ERA  
Idaho Case [1]  
Idaho Case [2]  
"Legal" ERA Situations [1]  
"Legal" ERA Situations [2]  
McCree's Decision  
Meetings - Administration Women 2/2/80  
Meetings - with Carter 12/13/79  
Meetings - with Carter 2/28/80  
Meetings - with Carter 4/22/80  
Meetings - ERA 9/18/78  
Meetings - ERA 11/30/79

35     Meetings - Labor Union Women 10/29/79  
Meetings - Presidents of Women's Organizations 12/13/79

35 (Con't)     [Meetings - Presidents of Women's Organizations 12/13/79 through  
2/28/80  
Meetings - Presidents of Women's Organizations 4/22/80  
Meetings - Presidents Of Women's Organizations 6/18/80  
Meetings-Presidents of Women's Organizations with President Carter 1/30/80 [1]  
Meetings-Presidents of Women's Organizations with President Carter 1/30/80 [2]  
Meetings - Women Staffers From The Hill 10/19/79  
Memos  
Mormons for ERA

36     NOW  
National Women's Education Fund  
Nevada referendum case  
PACW Freedom of Info Case

Presidential Statement on ERA  
President's Feb. 12 ERA Remarks  
Press Reaction - ERA  
Ratification [notebook]  
Ratification Progress 11/27/79  
Religious Committee  
Rescission [1]  
Rescission [2]  
Senior Citizens  
Social Security  
Speeches [1]

37     Speeches [2]  
State Constitutions  
Testimonies on ERA  
WEAL & NWPC Reception  
[Women's Business Enterprise]  
Women's Equaility Day 8/26/80

#### ALICIA SMITH FILES

38     [Accomplishments]  
[Accomplishments - by state] [1]  
[Accomplishments - by state] [2]  
Accomplishments State by State, Summary of  
Asian Events May 1980  
Briefing - California State Assembly Members 5/17/79  
Briefing - DNC 9/26/79  
Briefing - DNC 9/26/79 [Reception]  
[Briefing - NFC 9/30/80]  
Brown, Jerry  
[Campaign, 1980]  
Captain America October 1, 1980 4:00pm WH  
Correspondence - AWS

39     DNC - '78 reports - memberships  
DNC - 1980 Convention  
DNC Gala Functions  
DNC Gala Governors Luncheon 9/26/79  
Delegations  
ERA - Illinois  
Hispanic Day  
Information Kit - Congressional Stand on Salt II  
Information Kit - Review of Salt I  
Information Kit - Salt II: Compliance and Verification  
Information Kit - Salt II: Reference Materials [1]



40 Information Kits - Salt II: Reference Materials [2]  
Information Kits - Salt II: State Dept. & CBO Reports  
Kennedy Center Box Tickets  
[Lists]  
Mementos  
Memos - AWS  
Message Requests  
Message Unit  
[Edmund] Muskie Swearing-In 5/8/80  
Notifications - Pres. Vacation: Miss. River 8/17-8/24/79  
Notifications - Pres. Trip to Atlanta 8/30/79  
Notifications - Pres. Trip to Hartford CT & Steubenville, OH 9/12/79 Notifications - Pres.  
Inspection Trip to Mobile & Pensicola 9/14/79  
Notifications - Pres. Trip to New Mexico & California 10/10-10/11/79  
Notifications - Pres. Trip to Kansas City & Chicago 10/15-10/16/79  
Notifications - Pres. Trip to Providence, RI 10/29/79  
Notifications - Pres. Trip to Pennsylvania 11/13/79  
Notifications - Pres. Trip to Washington & Oregon 11/30/79

40 (Con't) Notifications - Iowa Corn Growers 12/11/79  
Notifications - Pres. Trip to Chicago 9/20/80  
Notifications - Pres. Trip to Illinois, California, Washington, and Oregon  
9/22-9/23/80  
Notifications - Pres. Trip to New York City 9/29/80  
Notifications - Pres. Trip to Michigan & New York 10/1/80  
Notifications - Pres. Trip to Ohio & Penn. 10/2/80  
Notifications - Pres. Trip to Wisc. & Ill. 10/6/80

41 Notifications - Pres. Trip to Tenn. & N.C. 10/9/80  
Notifications - Pres. Trip to N.Y., Ill., & Mo. 10/13/80  
Notifications - Pres. Trip to La. & Texas 10/22/80  
Notifications - Pres. Trip to N.J., Mich., Ohio 10/24-10/25/80  
Notifications - Pres. Trip to West Va., Ohio, Pa., N.Y., N.J., Mo. 10/27-10/30/80  
Phone Call Cover Sheets  
Phone Calls - Election Eve - 11/78  
Phone Calls Submitted to Chip Carter [empty]  
Phone Calls Submitted to President [1]  
Phone Calls Submitted to President [2]  
Phone Calls Submitted to Rosalynn [Carter]  
Phone Calls Submitted to Chip Carter Nov & Dec 1979, Jan 1980  
Phone Calls Submitted to Mrs. [Rosalynn] Carter Nov & Dec 1979  
Phone Calls Submitted to Mrs. [Rosalynn] Carter January 1980  
[Phone Calls Submitted to Mrs. Rosalynn Carter January 1980]  
Phone Calls Submitted to Mrs. [Rosalyn] Carter January, Feb. Mar. 1980  
Phone Calls Submitted to Mrs. [Rosalynn] Carter June 1980

Phone Calls Submitted to Mrs. [Rosalynn] Carter August 1980  
Phone Calls Submitted to Mrs. [Rosalynn] Carter September 1980  
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Phone Calls Submitted to Mrs. [Rosalynn] Carter November 1980  
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42     Photos

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43     Card file (political contacts arranged by state and alphabetically by name)

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44     "Black Women in Gov't." - Guide to Top Black Women in Federal Govt.

"Directory" - Fact Sheet

"Guide to Women's Resources"

"Honoring a Commitment" Record of Pres. Carter on  
Women's Issues

"List of Women's Organizations and their Leadership"

"Passage of the ERA" - Fact Sheet

"Presidential Appointees" [poster]

"U.N. Mid-Decade Conference" - Fact Sheet

"White House News on Women" - Vol. I; Issue I

"White House News on Women" - Vol. I; Issue II

"White House News on Women" - Vol. I; Issue III

"White House News on Women" - Vol. I; Issue IV

"White House News on Women" - Vol. I; Issue V

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"White House News on Women" - Vol. II, Issue VI

"White House News on Women" - Vol. II, Issue VII

"White House News on Women" - Vol. II, Issue VIII

"Women and America" - Rosalynn Carter Challenges Communicators

"Women and Social Security" - Fact Sheet

"Women Appointed to Top Government Posts by Pres. Carter" - Fact Sheet

"Women in Gov't." Top 600 Women

"Women in Public Office: 1979" - Fact Sheet

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### 45 [Abortion]

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[Black Women in the Administration - Proof Copy]

[Church-Related Vocations]

[Conference on the Employment of Women - National Reports - A-C] [Conference  
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### 46 [Conference on the Employment of Women - National Reports - P-S]

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### 47 [400 Women] - Material Used to Compile GS-16 List [1]

[400 Women] - Material Used to Compile GS-16 List [2]

[400 Women] - Material Used to Compile GS-16 List [3]

400 Women - Notes, Recalls, & Corrections [1]

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400 Women - Notes, Recalls, & Corrections [3]

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400 Women - Notes, Recalls, & Corrections [5]

### 48 [IWY Resolutions - Status Report]

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[Job Segregation & Wage Discrimination - 3]

[Job Segregation & Wage Discrimination - 4]

[Job Segregation & Wage Discrimination - 5]

[Job Segregation & Wage Discrimination - 6]

### 49 [Pensions & Social Security]

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49 (Con't) [Planks] - 2 Battered Women

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[Planks] - 7 Disabled Women [empty]

[Planks] - 8 Education

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[Planks] - 10 Employment

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[Planks] - 13 Homemakers

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50 [Quotes]

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51 [Camera copy for White House Newsletter]

52 [Camera copy & printing orders for various publications]

53 [Camera copy & negatives for various publications]

54 [Camera copy & negatives for various publications]

55 [Camera copy & negatives for various publications]

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56 [Administration - Personnel] [1]  
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57 Chron B[ill] A[lbers]  
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60     Platform Mtg [1]  
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61     Rules Committee  
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62     Special Groups [3]  
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62 (Con't)    Speeches - S[arah] W[eddington] [1]  
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63    ACORN  
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64    The Carter Administration and the American Worker  
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Carter: Foreign Policy  
Carter: Meeting with Harte-Hanks Communications,  
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Carter: Rock Island/Northeast Corridor Legis.  
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65 [Coal] [1]  
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65 (Con't) Coal Lists

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68 (Con't)     Herbicide Briefing  
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69     Indian Affairs  
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70     Miscellaneous  
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71     Pesticide Spraying [2]  
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72     Powell, Jody  
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73     [Publications] [5]  
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74     Senior Citizens  
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75     Wage and Price Control  
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75 (Con't)     White House Briefing [Senior Citizens]  
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76     White House Briefing Women [2]  
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77     Abbreviations - Speakers File  
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Administration - President Carter Speaks on the Issues  
Administration - President Carter Speaks on the Record  
Administration - The Record of President Carter's  
Administration: A Summary  
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Agriculture - School Lunch Program USDA  
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Agriculture - Taking Steps Regarding the Farm Credit Situation - Administration  
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## Anti-Inflation Accomplishment [2]

78 Anti-Inflation - Financial Reform Legislation/An  
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Anti-Inflation - Inflation Report (latest issue)

Anti-Inflation - Inflation: Stock Speech Inserts

Anti-Inflation - Inflation Task Force Bibliography (for internal use only)

Anti-Inflation Info

Anti-Inflation - National Anti-Inflation Program [Empty]

Anti-Inflation - Piggyback Inflation: Suggested System [empty]

Anti-Inflation - The President's Anti-Inflation Program: The Long View

Anti-Inflation Task Force Minutes

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Anti-Inflation Task Force \_ Special Events [2]

Anti-Inflation - The White House Fact Sheet on Anti-Inflation

Banking - Administration Proposal for Withholding on Interest and Dividends  
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Banking - Banking and Credit Data

Banking - National Consumer Cooperative Bank [Empty]

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78 (Con't) Biography File - C

79 Biography File - D

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Budget - Administration's Proposal for Renewal of Revenue Sharing

Budget - Balancing the 1981 Federal Budget

Budget - Budget Cuts and Changes: Talking Points

Budget - The Budget and Employment

Budget - Congressional Budget Schedules [Empty]

Budget - Fiscal Year 1981 Budget Revisions

Budget - G. William Miller on Revenue Sharing

Budget - Highlights of the Conference Agreement on the 1st Budget Resolution

Budget - Mid-Session Budget Review Status Report

Budget - National Defense, The Budget and the Record

Budget Revisions

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81      Computer Info [2]

81 (Con't)      Computer Info [3]

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82      Convention Calendar - Louisiana

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83      Convention Calendar - Utah  
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Education - Salute to Learning 1980  
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Employment - The Carter Administration and Youth Employment

84      Employment - Employment Situation - National and 10  
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84 (Con't)      Employment - National Employment Situation  
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85      Energy - John Sawhill on Nuclear Power [Empty]  
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85 (Con't)      Form C [3]  
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86      Form D [2] [Empty]  
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87     Industry - Background on the Steel Industry [1]  
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87 (Con't)    National Forest in Rolla, Missouri  
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88    Personnel Management (OPM)  
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Regulatory Reform - Regulatory Council Projects Update  
Regulatory Reform - Regulatory Reform Highlights  
Regulatory Reform - Regulatory Reform: The President's Program  
Regulatory Reform - Regulatory Reform Status Report  
Regulatory Reform - What's Wrong with Truck  
Regulations? A Look at the Problem  
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89    Speaker Bio's To Be Entered  
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90    Special Constituencies  
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92 Talking Points/Speeches Distributed  
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Welfare - Adoption Assistance and Child Welfare Act  
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Women and Minorities - Gay Issues Talking Pts.  
Women and Minorities - Honoring a Commitment to the People of America  
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Women and Minorities - News on Hispanics  
Women and Minorities - Passage of ERA: The Efforts of Jimmy Carter  
Women and Minorities - The Record of President Jimmy Carter on Women's  
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93     Action  
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94     International Affairs  
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94 (Con't)     Justice and Civil Rights  
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95     [Agriculture Dept.]  
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96     [Campaign Training Schools (DNC)] [2]  
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97 [Computer Print-Out Name File] [Iowa]  
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101 North Tier Pipeline Project  
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107 [Delegations] - Lord Mountbatten's Funeral  
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108 [Inflation]  
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#### PERSONNEL FILES

110-114 Resumes, notes, etc.; arranged alphabetically by job title.

CLOSED